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SECRETARY-GENERAL'S BULLETIN

ORGANIZATION OF THE SECRETARIAT OF THE UNITED NATIONS
CONFERENCE ON TRADE AND DEVELOPMENT

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the Secretariat of the United Nations Conference on Trade and Development (UNCTAD),* promulgates the following:

Section 1

General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

* UNCTAD was established by General Assembly resolution 1995 (XIX) of 30 December 1964 as a permanent intergovernmental body and a principal organ of the Assembly in trade and development, with a permanent secretariat at Geneva, with a view to accelerating economic growth and development, particularly that of developing countries. The General Assembly, in its resolution 51/167 of 16 December 1996, reiterated the role of UNCTAD as the focal point within the United Nations for the integrated treatment of development and interrelated issues in the areas of trade, finance, technology, investment and sustainable development. Its work programmes are based principally on the Midrand Declaration and the document entitled "A Partnership for Growth and Development", which were adopted by UNCTAD at its ninth session, held at Midrand, South Africa, in 1996, Assembly resolution 51/167, endorsing the outcome of the Conference at Midrand, and programme 9 of the medium-term plan for the period 1998-2001, adopted by the Assembly under resolution 51/219 of 18 December 1996.

Section 2

Functions and organization

2.1 The secretariat of the United Nations Conference on Trade and Development:

(a) Provides substantive and secretariat services for the United Nations Conference on Trade and Development (every four years), the Trade and Development Board (one annual session) and its subsidiary bodies. In addition, UNCTAD is responsible for substantive servicing of the Commission on Science and Technology for Development, a subsidiary body of the Economic and Social Council;

(b) Undertakes studies, research, policy analysis and other activities within the terms of reference of its intergovernmental machinery, with a view to facilitating intergovernmental deliberations and consensus-building and to monitoring, implementing and following up intergovernmental decisions;

(c) Provides advisory services to its member States and intergovernmental bodies and carries out other types of technical cooperation activities at their request.

2.2 UNCTAD is divided into organizational units, as described in the present bulletin.

2.3 UNCTAD is headed by the Secretary-General of the United Nations Conference on Trade and Development (hereinafter Secretary-General of UNCTAD), who is at the Under-Secretary-General level. The Secretary-General of UNCTAD and the officials in charge of each organizational unit, in addition to the special functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3

Secretary-General of the United Nations Conference on Trade and Development

3.1 The Secretary-General of UNCTAD is accountable to the Secretary-General.

3.2 The Secretary-General of UNCTAD is responsible for all the activities of UNCTAD, including its administration; provides overall direction on substantive and managerial matters, including the implementation of its work programme; identifies broad strategies required for the integrated treatment of development and interrelated issues in the areas of trade, finance, technology, investment and sustainable development; decides on the adoption and integration of such strategies in the programme of work of UNCTAD; provides policy guidance for the substantive preparation of UNCTAD's intergovernmental meetings and major publications as well as for the participation of UNCTAD at major outside events; provides guidance in UNCTAD's relations with non-governmental actors, including the private sector, business circles and academics.

Section 4

Office of the Secretary-General of the United Nations Conference on Trade and Development

4.1 The Office of the Secretary-General of UNCTAD is headed by a Chief, who reports to the Secretary-General of UNCTAD.

4.2 The core functions of the Office of the Secretary-General of UNCTAD are as follows:

(a) Providing advice to and preparing briefs for the Secretary-General of UNCTAD;

(b) Drawing the attention of the Secretary-General of UNCTAD to communications that need to be acted upon urgently and routing correspondence to appropriate officials and keeping the Secretary-General informed of such actions;

(c) Advising officials on the instructions of the Secretary-General of UNCTAD;

(d) Maintaining contacts with delegations on issues of interest to the Secretary-General of UNCTAD;

(e) Ensuring the maintenance of a calendar of meetings of the Secretary-General of UNCTAD and assisting in the conduct of those meetings by preparing background information on the subject under consideration;

(f) Arranging for representation of the Secretary-General of UNCTAD.

Section 5

Deputy Secretary-General of the United Nations Conference on Trade and Development

5.1 The Secretary-General of UNCTAD, in the performance of his or her activities, is assisted by a Deputy Secretary-General who is responsible for translating overall objectives and strategies into programmatic terms and for exercising programme oversight at all levels, including in his or her representational functions. The Deputy Secretary-General of UNCTAD is accountable to the Secretary-General of UNCTAD.

5.2 The core functions of the Deputy Secretary-General of UNCTAD are as follows:

(a) Keeping under continuous review the evolution and execution of work programmes to ensure their conformity with the priorities established by Governments;

(b) Ensuring a proper interface between parts of the various work programmes dealing with related issues;

(c) Overseeing the planning and clearance of documentation produced by substantive divisions;

(d) Overseeing arrangements for the coordination of the work of divisions and, as appropriate, chairing senior staff meetings and task forces convened for the purposes of cross-sectoral coordination and of the planning and monitoring of preparations for intergovernmental meetings;

(e) Overseeing the performance of administrative and budgetary functions and, in particular, keeping under continuous review the staffing needs of the programmes and making recommendations to the Secretary-General of UNCTAD as necessary.

5.3 The Office of the Deputy Secretary-General assists in carrying out the functions indicated above.

Section 6

Executive Direction and Management

6.1 Executive Direction and Management assists the Secretary-General and Deputy Secretary-General of UNCTAD in the implementation of UNCTAD's legislative mandates and approved work programmes in the provision of overall substantive and management guidance as well as on legal questions. It includes three organizational units, dealing with Programme, Planning and Assessment; Interorganizational Affairs and Technical Cooperation; and External Relations, whose chiefs report to the Secretary-General of UNCTAD through the Deputy Secretary-General.

6.2 The core functions with respect to Programme, Planning and Assessment are as follows:

(a) Providing management policy advice to the Secretary-General and to the Deputy Secretary-General of UNCTAD;

(b) Responsibility for programme coordination and programme assessment;

(c) Managing the planning system for substantive preparation of intergovernmental meetings.

6.3 The core functions with respect to Interorganizational Affairs and Technical Cooperation are as follows:

(a) Developing cooperation with international, regional, and subregional organizations;

(b) Promoting inter-agency coordination through the Administrative Committee on Coordination machinery;

(c) Responsibility for the overall development, oversight and coordination of the technical cooperation programme.

6.4 The core functions with respect to External Relations are as follows:

(a) Developing and implementing policies for public outreach;

(b) Providing and disseminating public information materials concerning the institution and its activities;

(c) Handling representation travel by UNCTAD staff.

Section 7

Division on Globalization and Development Strategies

7.1 The Division on Globalization and Development Strategies is headed by a Director, who is accountable to the Secretary-General of UNCTAD through the Deputy Secretary-General.

7.2 The Division consists of four organizational units, namely, the Macroeconomic and Development Policies Branch, the Globalization, Development and Debt Management Branch, the Information Management Branch, and Special Programmes. Each of these units is headed by a Chief, who is accountable to the Director. The Division acts as coordinator for the implementation of the United Nations New Agenda for the Development of Africa in the 1990s. It provides substantive servicing for the Trade and Development Board and the Commission on Investment, Technology and Related Financial Issues.

7.3 The core functions of the Macroeconomic and Development Policies Branch are as follows:

(a) Acting as the focal point for, and primary contributor to, the preparation of the annual Trade and Development Report and preparing reports to the Trade and Development Board on interdependence of global economic issues from a trade and development perspective;

(b) Acting as focal point for the work on development experiences;

(c) Contributing to reports to the Commission on Enterprise, Business Facilitation and Development, as appropriate;

(d) Providing support for the Group of 24 project (the mechanism of coordination among developing countries in the International Monetary Fund and World Bank).

7.4 The core functions of the Globalization, Development and Debt Management Branch are as follows:

(a) Contributing to the treatment of development and interrelated issues in the areas of finance;

(b) Assuming responsibility for the implementation of the work on debt management and for integrating the development lessons learned in that work into the examination of development challenges; in this context, providing support to Paris Club negotiations;

(c) Working on new financial instruments to facilitate investment flows to developing countries and to achieve sustainable development, including carbon dioxide permits;

(d) Contributing to reports to the Commission on Investment, Technology and Related Financial Issues on subjects falling within the purview of the Division.

7.5 The core functions of the Information Management Branch are as follows:

(a) Providing central statistical services;

(b) Preparing the Handbook of International Trade and Development Statistics;

(c) Maintaining an on-line information system containing time-series data related to trade and development;

(d) Providing library and information services and information technology support to the UNCTAD secretariat.

7.6 The core functions of Special Programmes are as follows:

(a) Ensuring UNCTAD-wide coordination of all activities related to economic cooperation among developing countries, including those within the Division;

(b) Undertaking, as necessary, contacts on economic cooperation among developing countries issues outside the organization;

(c) Carrying out research on selected cross-sectoral issues, notably on the interface between macro- and micro-economic issues and policies;

(d) Providing assistance, in accordance with the mandate of UNCTAD, to the Palestinian people to develop capacities for effective policy-making and management pertaining to international trade, investment and related services and enterprise development.

Section 8

Division on Investment, Technology and Enterprise Development

8.1 The Division on Investment, Technology and Enterprise Development is headed by a Director, who is accountable to the Secretary-General of UNCTAD through the Deputy Secretary-General.

8.2 The Division on Investment, Technology and Enterprise Development consists of three organizational units, namely, the International Investment, Transnational Corporations and Technology Flows Branch, the National Innovation and Investment Policies Branch, and the Enterprise Development Branch. Each of these entities is headed by a Chief, who is accountable to the Director. The Division acts as focal point for issues related to the empowerment of women. It provides substantive servicing to the Commission on Investment, Technology and Related Financial Issues and the Commission on Enterprise, Business Facilitation and Development.

8.3 The core functions of the International Investment, Transnational Corporations and Technology Flows Branch are as follows:

(a) Responsibility for improving the general understanding of trends and changes in foreign direct investment (FDI) flows and related issues, the interrelationships between FDI, trade, technology and development, and issues related to transnational corporations and their contribution to development;

(b) Preparing the World Investment Report;

(c) Preparing analyses and reports on global and regional FDI trends and policies;

(d) Maintaining the FDI database and the World Investment Directory series;

(e) Analysing the qualitative aspects of transnational corporation activities and technology-related issues, including identifying opportunities to attract investment and new technologies to developing countries provided by the Agreement on Trade-Related Aspects of Intellectual Property Rights (TRIPS);

(f) Examining implications for development of issues relevant to a possible multilateral framework on investment.

8.4 The core functions of the National Innovation and Investment Policies Branch are as follows:

(a) Encouraging exchange of experiences among countries at different levels of development with a view to identifying policies favouring technological capacity-building, innovation and investment and technology flows to developing countries;

(b) Undertaking country reviews on national systems of innovation;

(c) Undertaking investment reviews in order to familiarize Governments and the international private sector with an individual country's investment environment and policies;

(d) Promoting a coherent approach to trade, investment and innovation policies;

(e) Examining the specific contribution that FDI can make to technological capacity-building; analysing the opportunities it offers for strengthening technological capabilities, competitiveness and enterprise development;

(f) Providing technical assistance aimed at enhancing the capacity of developing countries to improve their overall investment climate and benefit from FDI; promoting opportunities for FDI in host countries; promoting investment among developing countries and in technology development and commercialization of science and technology.

8.5 The core functions of the Enterprise Development Branch are as follows:

(a) Facilitating the exchange of experiences on formulation and implementation of enterprise development strategies; promoting and strengthening the public-private sector dialogue; facilitating the exchange of experiences on questions related to privatization and public enterprise reform; analysing issues of particular relevance to least developed countries;

(b) Promoting technological capacity-building at the enterprise level, including through cooperative arrangements among firms; promoting inter-firm cooperation, both domestic and foreign, for trade, investment and production; identifying and analysing ways to facilitate and promote efficient domestic resource mobilization; developing networking systems among small and medium-sized enterprises;

(c) Providing technical assistance through the formulation of strategies for promoting private-sector development; contributing to the reform of public-sector enterprises; assisting interested developing countries in entrepreneurship development;

(d) Assisting in enhancing the capacity of developing countries and countries in transition to improve the investment climate through the provision of reliable, transparent and comparable financial information at the corporate level; monitoring/reviewing trends and issues in international accounting and auditing; providing support to developing countries in strengthening the accounting profession.

Section 9

Division on International Trade in Goods and Services, and Commodities

9.1 The Division on International Trade in Goods and Services, and Commodities is headed by a Director, who is accountable to the Secretary-General of UNCTAD through the Deputy Secretary-General.

9.2. The Division consists of five organizational units, namely, the Office of the Deputy Director and Coordinator for Sustainable Development, the Trade Analysis and Systemic Issues Branch, the Commodities Branch, the Trade, Environment and Development Section and the Competition Law and Policy and Consumer Protection Section. These units, except for the Office of the Deputy

Director and Coordinator for Sustainable Development, are each headed by a Chief, who is accountable to the Director. The Division acts as focal point for UNCTAD's contribution to sustainable development. It provides substantive servicing to the Commission on Trade in Goods and Services, and Commodities.

9.3 The core functions of the Office of the Deputy Director and Coordinator for Sustainable Development are as follows:

(a) Assisting in the day-to-day management of the Division and in the formulation of policy orientation and advice;

(b) Coordinating the work of UNCTAD on all matters relating to sustainable development;

(c) Promoting the management of commodity resources in the context of sustainable development, including the organization of training activities on sustainable resource management and the development of an Internet site and database on resource exploitation.

9.4 The core functions of the Trade Analysis and Systemic Issues Branch are as follows:

(a) Assisting developing countries to respond to the opportunities arising from the Uruguay Round agreements; to strengthen their participation in the international trading system by enhancing national capacities, in terms of human resources and administrative infrastructures; to strengthen their capacities in the services sector;

(b) Analysing the impact of the Uruguay Round agreements on development; identifying impediments to trading success, including barriers to export expansion and diversification; administering the UNCTAD database on trade control measures; providing trade data on imports;

(c) Following developments in, and analysing issues on, the international trade agenda as identified by the United Nations Conference on Trade and Development or the Trade and Development Board, including new and emerging ones, and assisting developing countries in understanding the multilateral trading system, particularly the World Trade Organization (WTO) rights and obligations; contributing to the examination of issues related to trade preferences; contributing to the work of relevant international organizations in the implementation of the Final Act Embodying the Results of the Uruguay Round of Multilateral Trade Negotiations, including the Ministerial Decision on Measures in Favour of the Least Developed Countries, by assisting countries that are members of WTO to take maximum advantage of the special and differential measures provided by the Uruguay Round agreements;

(d) Undertaking studies and training activities with respect to trade laws, and the relevant multilateral and regional trade agreements, notably on preferential and other trade laws, and contributing to a better utilization of preferences; assisting countries, in collaboration with the World Intellectual Property Organization (WIPO) and WTO, to identify opportunities provided by the Agreement on Trade-Related Aspects of Intellectual Property Rights; assisting

countries in the process of accession to WTO; studying specific problems of economies in transition in their integration into the international trading system;

(e) Identifying export opportunities in the services sector by undertaking directly related sectoral analysis; collecting and disseminating information on measures affecting the access of services and service suppliers to world markets (MAST database); providing technical assistance related to building policy-making capacity in services.

9.5 The core functions of the Commodities Branch are as follows:

(a) Monitoring and analysing the evolution of the world market for major commodities and disseminating commodity market information; convening and servicing meetings related to the renegotiation or functioning of existing international commodity organizations or bodies established under the auspices of UNCTAD;

(b) Undertaking analytical work and assisting producers to make use of risk-limiting instruments; studying the feasibility of establishing regional/national commodity exchanges and national stabilization arrangements; analysing issues related to trade finance in commodities;

(c) Promoting horizontal and vertical diversification by commodity-dependent developing countries, especially the least developed countries; examining successful commodity diversification experiences and undertaking technical cooperation activities.

9.6 The core functions of the Trade, Environment and Development Section are as follows:

(a) Undertaking analytical work on trade, environment and development and disseminating the results;

(b) Monitoring developments in trade and environment, in particular in WTO; assisting developing countries in trade and environment, including through the use of country studies, technical assistance programmes and training;

(c) Undertaking studies focusing on positive measures to support national efforts to internalize environmental externalities and capacity-building thereon, and on identifying and stimulating new trade opportunities, including trade in environmentally preferable products.

9.7 The core functions of the Competition Law and Policy and Consumer Protection Section are as follows:

(a) Undertaking and disseminating studies on competition law and policy and consumer protection; enhancing the application of the Set of Multilaterally Agreed Equitable Principles and Rules for the Control of Restrictive Business Practices and making proposals for improvements in this area in line with the decisions of the third United Nations Conference to Review All Aspects of the

Set; monitoring and studying developments in competition and consumer protection;

(b) Assisting countries in institution-building and in the formulation of competition policies and legislation and providing technical assistance thereon.

Section 10

Division for Services Infrastructure for Development and Trade Efficiency

10.1 The Division for Services Infrastructure for Development and Trade Efficiency is headed by a Director, who is accountable to the Secretary-General of UNCTAD through the Deputy Secretary-General.

10.2 The Division for Services Infrastructure for Development and Trade Efficiency consists of four organizational units, namely, the Trade Infrastructure Branch, the Business Facilitation Branch, the Services for Development Branch and the Small and Medium-sized Enterprise Trade Competitiveness Service. Each of these units is headed by a Chief, who is accountable to the Director. The Division provides substantive servicing to the Commission on Enterprise, Business Facilitation and Development.

10.3 The core functions of the Trade Infrastructure Branch are as follows:

(a) Assisting developing countries to improve the competitiveness of their traders by increasing the efficiency of their transport services; assisting in the integration of transport services in Trade Points; providing general backstopping to Advance Cargo Information System projects; preparing UNCTAD's annual review of maritime transport;

(b) Assisting developing countries to reduce the costs caused by inefficiencies at different points in the movement of goods, with a special emphasis on customs reforms and automation, trade and transport facilitation and multimodal transport; enhancing the Automated System for Customs Data (ASYCUDA) programme and creation of ASYCUDA users groups; reinforcing trade facilitation activities in Trade Points;

(c) Analysing difficulties to trade efficiently, particularly those related to transit transport, encountered by landlocked developing countries; undertaking work on the transit environment in the landlocked States in Central Asia and their transit-developing neighbours.

10.4 The core functions of the Business Facilitation Branch are as follows:

(a) Assisting developing countries in the implementation of the recommendations adopted by the United Nations International Symposium on Trade Efficiency pertaining to banking and insurance facilitation;

(b) Assisting developing countries to solve the legal problems that affect their ability to provide more efficient trade-supporting services, such as the legal issues involved in the expansion of electronic trade.

10.5 The core functions of the Services for Development Branch are as follows:

(a) Enhancing the programme on Training Human Resources in Maritime Management (TRAINMAR), including by applying new training tools and methodologies to inputs submitted by other components of the Division, such as transport, trade facilitation, banking and insurance facilitation; reinforcing the capacity of Trade Points to provide training services to small and medium-sized enterprises;

(b) Assisting the poor, especially micro and informal entrepreneurs, to access trade-supporting services; developing and disseminating a franchise package for the micro-business point;

(c) Examining alternative financial mechanisms to increase the availability of financial resources and of affordable insurance services for micro and informal entrepreneurs; supporting the development and dissemination of new financial products such as the investment funds for micro banks;

(d) Contributing to the development and dissemination of training programmes and related material on trade and development; organizing the training of resource persons, course leaders and managers in the institutions associated with the programme.

10.6 The core functions of the Small and Medium-sized Enterprise Trade Competitiveness Service are as follows:

(a) Developing indicators for the assessment of progress in the area of trade efficiency with the objective of promoting trade competitiveness of small and medium-sized enterprises;

(b) Analysing the practical trade and development implications of the emerging Global Information Infrastructure, with the aim of assisting developing countries (especially least developed countries) to use the Internet to develop new trade links;

(c) Ensuring coordination and backstopping of Trade Points.

Section 11

Office of the Special Coordinator for Least Developed, Landlocked and Island Developing Countries

11.1 The Office of the Special Coordinator for Least Developed, Landlocked and Island Developing Countries is headed by a Director, who is accountable to the Secretary-General of UNCTAD through the Deputy Secretary-General.

11.2 The core functions of the Office of the Special Coordinator are as follows:

(a) Coordinating substantive work on least developed countries; monitoring the implementation of the Programme of Action for the Least Developed Countries for the 1990s and of commitments, measures and recommendations agreed upon at the mid-term global review and recent global conferences; coordinating the preparation of the annual Least Developed Countries Report;

(b) Mobilizing resources for, and administering the allocation of, the Trust Fund for the Least Developed Countries established to facilitate the start-up of new activities in favour of least developed countries and enhance UNCTAD's technical cooperation activities in support of those countries;

(c) Promoting the implementation of specific actions related to the particular needs and problems of landlocked and small island developing countries;

(d) Providing substantive servicing of the Trade and Development Board's review of progress in the implementation of the Programme of Action for the Least Developed Countries; preparing inputs to the consideration of the items on the least developed, landlocked and island developing countries by the General Assembly;

(e) Undertaking the preparation of the Third United Nations Conference on the Least Developed Countries.

Section 12

Intergovernmental Support Service

12.1 The Intergovernmental Support Service is headed by a Chief, who reports to the Secretary-General of UNCTAD through the Deputy Secretary-General.

12.2 The core functions of the Service are as follows:

(a) Providing conference servicing and related policy advice to the Secretary-General of UNCTAD, the Deputy Secretary-General and presiding officers for all UNCTAD meetings, for the Commission on Science and Technology for Development, for United Nations conferences convened by the General Assembly serviced by UNCTAD, and for intergovernmental consultations between sessions of UNCTAD bodies;

(b) Monitoring institutional follow-up to decisions of the intergovernmental machinery, in particular implementation of the outcome of the ninth session of UNCTAD with regard to reform of UNCTAD's intergovernmental structure;

(c) Monitoring cost-effectiveness of conference-servicing performance and introduction of new technologies;

(d) Liaising with country groups;

(e) Preparing the UNCTAD calendar of meetings, meetings arrangements and credentials;

(f) Editing of UNCTAD documentation and report writing;

(g) Preparing and dispatching official correspondence.

Section 13

Administrative Service

13.1 The Administrative Service is headed by a Chief, who reports to the Secretary-General of UNCTAD through the Deputy Secretary-General.

13.2 The Service performs the general functions set out in section 7 of Secretary-General's bulletin ST/SGB/1997/5.

Section 14

Final provisions

14.1 The present bulletin shall enter into force on 1 February 1998.

14.2 The Secretary-General's bulletin of May 1976, entitled "Secretariat of the United Nations Conference on Trade and Development" (ST/SGB/Organization, Section L), is hereby abolished.

(Signed) Kofi A. ANNAN
Secretary-General